

Town of Embden

Minutes of the Board of Selectpersons

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February 6, 2012

7:00 PM Meeting held at the Embden Town Office

In attendance was: Ruth Blake, Pamela Graf, Terriann Lamontagne, Leo Mayo, Wayne McLaughlin, John Mullin, Elizabeth Pratt, Charles Taylor, and Bonnie Baker.

- 1** Charles Taylor called the meeting to order at 19:03.
- 2** The meeting began with the Pledge of Allegiance.
- 3** **Consent Agenda:**
 - 3.1** Approved the minutes of the Board of Selectpersons dated January 16, 2012. Accepted as written.(3-0)
 - 3.2** Reviewed Warrant #3 totaling \$54,440.41. (3-0)
- 4** **Appointments & Resignations:** None
- 5** **Department Officials Reports:**
 - 5.1** **E-911** – No Report.
 - 5.2** **Winter Roads Contractor** – No Report.
 - 5.3** **Animal Control** – P.Graf said that January had been a quiet month, however February had started out with a bang. Discussion continued.
 - 5.4** **Board of Assessors** –
 - 5.4.1** T. Lamontagne said things were going good.
 - 5.4.2** She stated that B. Baker had been out last week, she [T. Lamontagne] was out tomorrow, and R. Hatch would be out the week after.
 - 5.4.3** C. Taylor asked whether the Assessors had discussed coming up with a number for commitment earlier this year. T. Lamontagne said no.
 - 5.5** **Planning Board** –
 - 5.5.1** L. Mayo stated there was not much going on. He stated they had not received anything from the attorney on Roosevelt. C. Taylor said he thought they had 60 days from December.
 - 5.5.2** C. Taylor thanked L. Mayo for attending the public hearing. He asked whether someone from the Planning Board would be at Town Meeting to answer any questions. L. Mayo replied, “Probably.”
 - 5.6** **Plumbing Inspector** – L. Mayo said there were no septic systems going in now.
 - 5.7** **Board of Appeals** – No Report.
 - 5.8** **Code Enforcement Officer** – No Report.
 - 5.9** **Health Officer** – No Report.
 - 5.10** **Road Commissioner** – No Report.
 - 5.11** **M.S.A.D. #74** – No Report.
 - 5.12** **Recreational Director** – No Report.
 - 5.13** **Town Clerk/Treasurer** –
 - 5.13.1** B. Baker submitted the Treasurer’s Report.
 - 5.13.2** B. Baker submitted an Expense-Revenue Report.
 - 5.13.3** She stated the auditor had said he would be coming up in a few weeks.
 - 5.13.4** She said that the Town Report would be ready to go to the print shop as soon as the BOS signed the town meeting warrant.
 - 5.13.5** C. Taylor said he had spoken with the auditor and asked about signing for checks. He said he was told that if a department head came in to get checks then they needed to sign for them; however individuals did not need to.
 - 5.14** **Registrar of Voters:**
 - 5.14.1** B. Baker said she had attended the Republican Caucus in North Anson on Saturday.
 - 5.14.2** She stated that she would have the list of ballot clerks for town meeting at the next BOS meeting.
 - 5.15** **Tax Collector:** R. Blake submitted a written report to the BOS. She stated that not a whole lot had come in. She stated B. Baker had shown her how to remove the pre-payments so they didn’t show on the report. T. Lamontagne asked how much was currently out. R. Blake replied that there was \$167,458.87 without interest. She said it was “piddling in.”
 - 5.16** **Community Center** –
 - 5.16.1** W. McLaughlin said they were “doing ok.”
 - 5.16.2** He said he had called Jimmy Lightbody about the mowing. He stated the price would be \$50 at the town office and \$150 at the ECC each time that it was done. He added that that included trimming and weed whacking.
 - 5.16.3** He stated there would be a supper next Saturday with entertainment.
 - 5.16.4** W. McLaughlin said there would be a magician on February 25th.
 - 5.16.5** He stated next month’s supper would be March 10th.
 - 5.16.6** He said Borderline Express would be performing on the March 24th.

- 5.16.7** He stated there was church there every Sunday. He asked whether they had been paying R. Blake. R. Blake replied that they paid her once a month.
- 5.16.8** W. McLaughlin said that the floors at the Community Center needed attention. He added that S. Lehay had found some equipment that they could buy. He said it had been purchased and would be here either today or tomorrow. He said that it could be used to do the floors at the town office as well. C. Taylor asked whether the ECC would be hiring staff to run the equipment, and if so, to hire for both places. W. McLaughlin asked whether the BOS would want to split the cost with the ECC. C. Taylor replied, "It's up to you. We have a budget for it. It is a town owned building, run it through the town books." W. McLaughlin asked whether C. Taylor was saying that he wanted the town to pay for the equipment. E. Pratt stated she felt the town should go ½ on it. L. Mayo stated that he felt the townspeople should vote on it. E. Pratt said, "It seems to me, that if we own the buildings, and they need to be maintained, and Scott can get the equipment for us... Because the school is not going to let us keep borrowing theirs." Discussion continued. E. Pratt asked how much the price was. W. McLaughlin replied that it was approximately \$600. R. Blake asked whether this would be a vote of the 3 Selectpersons. C. Taylor replied, "Basically." E. Pratt said that the ECC could pay for the equipment, and then donate it to the town one month instead of turning in money. Discussion continued. C. Taylor said, "I say put it to a vote and buy it, then the town owned it." W. McLaughlin stated that the burnisher would cost \$395, and the buffer was \$225. He stated the company would bill the town. C. Taylor made a motion (2nd – E. Pratt) that the town purchase a burnisher and buffer that is available to one of the club members to become property of the Town of Embden for \$620 total.(3-0)

5.17 Emergency Management Directors –

- 5.17.1** J. Mullin stated he had been trying to get a hold of R. Dunphy for 2 weeks. He stated that before the Community Center could be turned into an emergency shelter, the town needed to own it. C. Taylor replied that it had been deeded to the town and the townspeople had voted to operate it for 2 years. J. Mullin stated that that could be a problem, because the town needed to have the intention of keeping the building for as long as the town is here. T. Lamontagne said that it came with a lifetime commitment. J. Mullin said that where the townspeople had only voted for a 2-year term it could be an issue. He said there was lots of fine print, and was not easy to get. He stated he had not done a lot of digging, because he didn't want to step on any toes. C. Taylor read the proposed article. E. Pratt asked whether J. Mullin thought it was a worthwhile project. J. Mullin answered, "Yes I do." He added that there were elderly people in town who would not go to North Anson. He stated that in all seriousness, the tornado had happened at the most opportune time. He said that in order to have the building as an emergency shelter, it had to be maintained as a community center. R. Blake asked whether it had to be a functioning building. J. Mullin said yes. He added that the emergency shelter could possibly open up grant money. He said the building would need some kind of emergency generator system. Discussion continued. C. Taylor stated that this would supersede what was done last year. He asked whether the article should be left as written. J. Mullin said yes. E. Pratt agreed.

6 Board of Selectpersons Concerns:

- 6.1** C. Taylor stated that the auditor had told him that TRIO was not being used to its fullest capacity. He added that B. Baker was doing a good job, but expenses from different places were being lumped together. He said the auditor told him that it was good that B. Baker and R. Blake were both proficient in the system; however it could be utilized further. C. Taylor stated that the auditor was also pointing his finger at the BOS, saying that the excel spreadsheet was not in line with TRIO.
- 6.2** W. McLaughlin asked what would happen to all the file cabinets downstairs. C. Taylor said they would most likely have to be thrown away. B. Baker stated that as long as the town was throwing them away, there was an Assessor in New Portland who might like to have them. T. Lamontagne said yes. C. Taylor stated they would go down and look at them after the meeting.
- 6.3** C. Taylor stated that Polly McMichael designed New Portland's website. He stated he had asked her to put Embden on a fast-track to have a website up by town meeting. He added that the BOS had thrown around the idea of having an individual do it. He said the prices for GovOffice to do the website were: \$2,425 one time setup, with an annual fee of \$400. He said that Pollymac would design and host the site for \$1,870 set-up fee and \$100 annual fee. E. Pratt made a motion (2nd – W. McLaughlin) that the town hires Polly McMichael (dba Pollymac Design) to set up the town website, and authorize a 50% down payment for the amount of \$935 to begin the process. (3-0)
- 6.4** C. Taylor stated that the Water District had invited the BOS to attend the next board of directors meeting on Sunday, March 4th. He asked B. Baker to post so all 3 Selectpersons could attend.
- 6.5** C. Taylor stated he had bought an inexpensive fixture because the contractor had said he would not fix the light for the flag. He said he had utilized the eye the town had purchased, and paid \$8 for the fixture and \$5 for the bulb. He said, "The light is on, the flags are up." He added that W. McLaughlin had promised to put a light on the building in better weather. W. McLaughlin replied, "Unless everyone likes what is there." C. Taylor asked if people were satisfied with the way it is right now. E. Pratt replied, "Until Spring."

7 Old Business:

- 7.1 Town of Embden Policies:** C. Taylor presented the following policies for review. E. Pratt made a motion (2nd – C. Taylor) to accept and approve the policies as written. (3-0)
- 7.1.1** Placing/Plowing Snow into or Across Town Ways & Town Mailbox Policy
- 7.1.2** Appointed Personnel Policy

- 7.1.3 Application for Appointment
- 7.1.4 Board of Selectmen Meeting Guidelines
- 7.1.5 Office Personnel Substitute Policy
- 7.1.6 Code Enforcement Officer Job Description
- 7.1.7 Alternate/Deputy Code Enforcement Officer Job Description
- 7.1.8 Local Plumbing Inspector Job Description
- 7.1.9 Alternate/Deputy Local Plumbing Inspector Job Description
- 7.1.10 Animal Control Officer Job Description
- 7.1.11 Deputy Animal Control Officer Job Description
- 7.1.12 Local Board of Appeals Member Job Description
- 7.1.13 Planning Board Member Job Description
- 7.1.14 Registrar of Voters Job Description
- 7.1.15 Recreation Department Director Job Description
- 7.1.16 Local Enhanced 911 Addressing Officer Job Description
- 7.1.17 Local Emergency Management Director Job Description
- 7.1.18 Local Health Officer Job Description

8 New Business:

8.1 Review & Sign Town Meeting Warrant: BOS reviewed and signed warrant.

9 Correspondence:

9.1 BOS reviewed and signed the contract from the Somerset Humane Society.

9.2 C. Taylor read the remaining correspondence. BOS reviewed.

10 Community Relations, Announcements, and Open Public Forum:

10.1 Open Public Forum:

10.1.1 B. Baker asked who owned the dry hydrants. She asked whether Anson Fire Department could come back and say they wanted them if the town decided to use a different agency for fire protection. C. Taylor said that it was no secret that the town had advertised for fire protection. He said according to the Anson Selectmen, since the town's population had increased, the bill had increased. He said he had met with the fire chiefs from New Portland, Anson and Solon fire departments last Thursday night in North Anson to get his feelings out and get a discussion started. Discussion continued. He added that Jeremy Manzer (Fire Chief for Anson Fire) told him they would not counteroffer. R. Blake asked how that contract would be awarded. C. Taylor said there was an article in the town meeting to let the BOS decide. J. Mullin stated that neither New Portland nor Solon wanted to cover all of Embden. He added that he felt that if the town got into a 3-way split for fire protection, it would be a big problem. He asked what would happen if someone died. E. Pratt replied, "And yet the fire department wants a 22% raise." J. Mullin said, "Wait! It is the Board of Selectmen for the Town of Anson. Our budget that we submit to the Board of Selectmen has nothing to do with Embden." He added that the current contract covered up to 25 calls, not counting wood land fires or lift assists. He said that if Anson had been paying attention, then Embden could have been billed for at least 2 years for an additional \$22,000. Discussion continued.

10.1.2 R. Blake asked about the snowplowing/winter roads contract. She said that people wouldn't know anything about the people that bid on the contract. C. Taylor replied that that would depend on whether they had representatives at town meeting. Discussion continued.

11 Executive Session (Non-Public)(ME§405): None

12 Next Meeting Announcement & Adjournment

12.1 Next Regular Selectperson's Meeting – Monday, February 20, 2012.

12.2 Motion to adjourn made by W. McLaughlin (2nd- C. Taylor). Adjourned 21:09 (3-0).

*Minutes submitted by:
Bonnie A. Baker*